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| **Profile Summary** |
| Experienced Freight Forwarding professional in **Air and Sea Freight Forwarding industry offering expertise in Import & Export, Logistics.** Good experience in **Import and Export Documentation and Customer Service** |
|  **Strengths** |
| * More than 2 year experience in Freight Forwarding and Travel industries
 | * Customs House Agent
* Resourceful open minded quick learner
 |
| * Import and Export Documentation
 | * Excellent communication & reporting skills
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| * Performed well under work pressure
 | * Self-motivated & decisive Manager
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| arrow_down.bmp  | **Achievements** |
| * arrow_down.bmpPromoted as a Documentation Executive from a Trainee Documentation within 3 months.
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|  | **Career Snapshot** |
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| **Logistics Coordinator****UNIKAI Foods PJSC, Dubai business bay** **Documentation Executive** |  **Nov 2014 to till date**  **Sep 2013 to Aug 2014** |
| **Sea Eros Freight Forwarding, Mumbai India** |  |
| **Travel Executive / Counter Executive****Trade Wings Travels, Bangalore India** |  **Feb 2013 to July 2013** |



 **Responsibilities in UNIKAI**

* Responsible for daily dispatch plan and coordination with delivery crew and external transports.
* Making invoices through Oracle ERP software
* Ensure that all sales orders shipping management within reasonable time frame
Ensure accurate and timely deliveries in cost effective manner.
* Ensure that all logistics procedures in global standards are properly maintained.
* Making Invoices, move orders related with logistics
* Develop and maintain computerized logistics data base.\* maintain proper filing systems & proof of deliveries submission in sales Admin/Finance department.
* Ensure all reports relating to distribution and logistics are circulated in time
* Responsible for reverse logistics.
* Ensure that the TAT of vehicles are maintained for better service levels and efficiency.
* Develop training plans in addition to day to day training on deliverables.
* Maintain discipline & punctuality with delivery crew on administrative norms



**Responsibilities in SEA EROS Freight Forwarding**

* Handling air & Sea import shipments such as direct ,cross trade and using switch AWB/BL & L/C shipments
* Collecting all the information from customer and giving instruction to counterpart agents for execute the shipment as per their requirements.
* Providing AWB/BL and shipping instruction to counterpart agents for making the AWB/BL for executing the shipments
* Maintaining good relation with customer and providing day to day updates regarding the shipments
* Doing day to day contact with counterpart agents through mail and over phone for shipments status.
* Up on receiving the pre alert checking the same thoroughly and sending to customer for their reference.
* If any correction / amendment required, informing the same to agent at the earliest to make the changes.
* Regular follow up with customers for developing business and maintaining good relations
* Communicating with various counterpart agents (through phone or mail) for executing the shipment or airfreight charges.
* Tracking air cargo export & import shipments from website or checking with Airlines offices and shipping company.
* Opening job card in system and doing day-to-day report updating including customer invoice preparation.
* Reporting to seniors for shipment status on daily basis
* Customs duty Calculations in various goods.
* Communicating with shippers and Consignees for shipment details.
* Coordinating and giving instruction to Customs Clearance and transportation dept for clearance and delivery/pickup purpose.



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|  |  **Education & Courses**  |
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| **Diploma In International Air Travel Association & Tourism** **(IATA)** | **2013** |
| **Bachelor of Mathematics**  | **2011** |
| **Calicut University** |  |



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|  | **IT Skills** |
| * Proficient in MS Office Suite (Word, Excel, Access, Project & PowerPoint)
* Well knowledge in Oracle ERP software
* Familiar with Windows OS, E-mail applications and Internet search
* Galileo and Amadeus software
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|  | **Personal Details** |
| Nationality | : | Indian |
| Date of Birth | : | 17th Jan 1991  |
| Marital Status | : | Single |
| Visa Status | : | Employment Visa |
| Languages **First Name of Application CV No:** **1657566**Whatsapp Mobile: +971504753686 Description: New_logo.gif  | : | English,Hindi,Malayalam,Tamil |